



City of Annapolis
Department of Planning & Zoning
Historic Preservation Division
145 Gorman Street, 3rd Floor
Annapolis, MD 21401-2535

HistPres@annapolis.gov • 410-263-7961 • Fax 410-263-1129 7961 • MD Relay or 711 • www.annapolis.gov

Guidelines for Filing Historic Preservation Commission Applications

Authority

Extract from Annapolis City Code:

21.56.040 Certificate of Approval

Before a person may undertake the construction, alteration, reconstruction, rehabilitation, restoration, moving, or demolition of a designated landmark, site, or structure, or a site or structure within a designated historic district, if any exterior change is made which would affect the historic, archaeological, architectural, or cultural significance of a site or structure within a designated district or a designated landmark, site, or structure any portion of which is visible or intended to be visible from a public way, the person, individual, firm, or corporation proposing to make the construction or change shall file an application for a Certificate of Approval with the Commission for permission to construct, alter, rehabilitate, restore, reconstruct, move, or demolish the landmark, site, or structure.

21.56.060 Application Review

A. In reviewing applications, the Commission shall give consideration to the historic, cultural, archaeological, or architectural significance of the landmark, site, or structure and its relationship to the historic, cultural, archaeological, or architectural significance of the surrounding area; the relationship of the exterior architectural features of a landmark, site, or structure to the remainder of the landmark, site, or structure and to the surrounding area; the general compatibility of proposed exterior design, scale, proportion, arrangement, texture, and materials to the landmark, site, or structure and to the surrounding area; and any other factors including aesthetic factors which the Commission deems to be pertinent.

Note

Applicants need to be aware that changes and alterations are construed to mean any deviation from the original structure or part of the building. ANY change in location, material and/or size would require approval of the Commission. Any new lettering on an existing sign is a change and requires staff approval. Replacement in kind is construed to mean exact replacement, including but not limited to size, shape, material, texture and method of attachment. The replacement item cannot merely look like the original, it must duplicate it exactly in all specifications. Any contemplated deviation from the approval granted by the Commission requires a re-submission to the Commission, even if a change is required by another City department.

Please do not hesitate to contact the Historic Preservation Office at 410-263-7961 if you have any questions.

General Information

APPLICANTS PLEASE NOTE: Work may not begin until after receipt of the certificate of approval, and the issuance of a building permit.

Pursuant to *Section 17.12.022* Building permit - Required of the Annapolis City Code, alterations costing less than \$200.00 do not require a building permit. **However, this does not exempt persons from obtaining a certificate of approval from the Historic Preservation Commission.**

If you submit any additional material, clarifications, or addendum to your application, please mark all material with the applicant's name, address, and date.

Submittal requirements

9 Packets

- 1 Original master packet
- 8 Additional packets

Each packet must include the following:

1. Application for Certificate of Approval.
2. Building Permit Application, Sign Application, Fence Application, Curb Cut Application, Application for Demolition, and/or Tree Removal Permit Application.
3. Photographs (4" x 6" prints) or digital images clearly showing the building and the sections (s) to be altered.
 - a. All original photographs shall be mounted on 8-1/2" x 11" white paper, and clearly identified.
 - b. Photocopies of the photographs may be used in the remaining eight packets.
4. A site plan to scale indicating property lines and lot dimensions, adjacent streets and curb cuts, existing structures and locations for all existing and proposed exterior signs.
5. Drawings and plans of the proposed alteration or improvement that meet the following requirements:
 - a. Minor Alterations (shutters, light fixtures, etc.):
 - i. Brief description, including sizes, type of material (wood, metal, asphalt, etc.) and/or pictures from the builder's catalogues. Drawings and plans may be substituted for this brief description. Drawings shall be clear, well marked and show all dimensions. Dimensions must be exact and not estimated. All drawings and plans must be folded, NOT ROLLED.
 - ii. Drawings must be to scale (1/4" to 1"), dimensions must be exact, not estimated.
 - b. Major Alterations and Improvements:
 - i. Drawings must include: plans, sections, elevations and details. They must be scaled and include dimensions and notes describing the materials. Drawings must be clear and well marked. All drawings and plans must be folded, NOT ROLLED.
 - ii. Drawings must be to scale (1/4" to 1"), dimensions must be exact, not estimated.
 - c. Demolition: Applications shall include information, plans, and a schedule for the treatment and improvement of the created space.
 - d. Signs
 - i. A site plan to scale indicating property lines and lot dimensions, adjacent streets and curb cuts, existing structures and locations for all existing and proposed exterior signs.
 - ii. An indexed list corresponding to the site plan for all signs on the property (size - length x height); whether single or double faced.
 - iii. Current photographs of the site with all signs clearly visible.
 - iv. Indicate if any signs are to be removed as a result of the application.
 - v. Include the typeface of the signs proposed.

- vi. A layout of the proposed sign is required with the application. Location of the sign on the building must also be shown. Please refer to the sample drawing on page 5.
- 6. A PDF of the entire application submission must be included with your application. A disc or Thumb Drive is acceptable.

Schedule of meetings

Regular meetings are held on the 2nd Tuesday of each month, at 7:30 p.m., in the City Council Chamber, 160 Duke of Gloucester Street, Annapolis, Maryland. The applicant or his/her agent must attend. Otherwise, if there are questions, the application can be ruled as incomplete and no action will be taken.

Filing deadline

Complete applications must be filed **25 days prior to the meeting**. (See attached schedule)

The applicant will be given written comments 11 days before the hearing and may:

- (a) elect to withdraw the application;
- (b) proceed without change; or
- (c) modify the application.

Should the applicant elect to modify the application, the amended plans must be submitted **within seven days** prior to the meeting date.

Certificates of Approval or Rejection

Certificates of Approval or Rejection will be mailed within one (1) week of the meeting to the persons listed in Section 1 of the application.

Your application materials and permit applications will be forwarded to the Department of Neighborhood and Environmental Programs who will notify you when your permits are ready to be picked up.

For further information

Please contact the City of Annapolis' Historic Preservation staff at 410-263-7961.



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FOR CITY USE ONLY	
AGENDA #	_____
MEETING DATE	_____

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HPC Public Hearing Application for Certificate of Approval

Building site address _____

Provide complete information below. Mailing addresses and telephone numbers are *required*.

Property Owner Information		Contractor's Information	
Name _____	Name _____	Name _____	Name _____
Address _____	Address _____	Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____	City _____ State _____ Zip _____	City _____ State _____ Zip _____
Day phone _____ Cell _____	Day phone _____ Cell _____	Day phone _____ Cell _____	Day phone _____ Cell _____
E-mail _____	E-mail _____	E-mail _____	E-mail _____

Authorizing Applicant Information		Architect/Engineer Information	
Name _____	Name _____	Name _____	Name _____
Address _____	Address _____	Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____	City _____ State _____ Zip _____	City _____ State _____ Zip _____
Day phone _____ Cell _____	Day phone _____ Cell _____	Day phone _____ Cell _____	Day phone _____ Cell _____
E-mail _____	E-mail _____	E-mail _____	E-mail _____

1. Applicant/Agent to receive comments _____

2. Will you be applying for the Historic Preservation Tax Credit? Yes No

(The tax credit is limited to those expenses having to do with the exterior features of a structure and the total estimate of expenses per application must exceed \$5,000. Applications must be submitted prior to start of work. Please refer to the Annapolis City Code- Section - 6.04.230 – Historic Preservation Tax Credit which is attached to this application.)

3. Are there any easements or deed restrictions for the exterior of this building or the site? Yes No

If yes, submit a letter from the easement holder stating their approval of the proposed work.

4. A site plan to scale indicating property lines and lot dimensions, adjacent street and curb cuts, existing structures and locations for all existing and proposed exterior signs.

If signs are proposed please provide drawings indicating material, method of attachment, position on building, size and front lineal feet of building, size and position of all other signs on building, and a layout of the sign.

5. Scaled drawings (1/4" to 1') for new construction, additions, and major alterations must be submitted. Drawings must include: plans, sections, elevations and details.

1 full size to scale set of 11" x 17" or larger plans & eight reduced sets on 8" x 11" or 8" x 14" to scale.

6. Printed color photographs or digital photos of existing conditions must be submitted in original packet. Photocopies of the photographs may be used in the remaining eight packets. Once your project is

completed, photos of the completed work must be submitted to the Historic Preservation Staff within 60 days.

7. Applicant must provide cut sheets/specifications on materials and methods to be used.
8. Required permits attached, if applicable: Fence Tree Sign Building
9. Description of work proposed. **Please be specific and include as much information as possible in the box below.** Attach an extra sheet if more space is needed.
10. A PDF on a Disc or Thumb Drive of entire application package must be submitted.

11. Estimated cost of improvement \$ _____

A Notice of Public Hearing sign will be made available to the applicant. By signing this application, the applicant acknowledges that it is their responsibility to post the sign 15 days before the hearing.

Filing Fee

Make check payable to *City of Annapolis*:

From	To	Fee
\$ 0.00	\$ 249.00	\$ 25.00
\$ 250.00	\$ 2,499.00	\$ 60.00
\$ 2,500.00	up	\$ 110.00

The applicant certifies & agrees as follows: (1) that they are authorized by the property owner to make this application; (2) that the information is correct; (3) that they will comply with all regulations of the City of Annapolis which are applicable hereto; (4) that they will only perform work on the above property specifically approved by the Historic Preservation Commission; (5) that they are authorized by the property owner to grant City officials the right to enter onto the property for the purpose of inspecting the work permitted.

Owner/Applicant Signature _____ Date _____

FOR HPC USE ONLY

Filing fee \$ _____ Application received _____
 Date paid _____ Amendment to COA # _____